
User Manual



Supported Self Assessment Questionnaire

Version 0.1

Author: Ajit Thota

Date Created: 27/01/2010

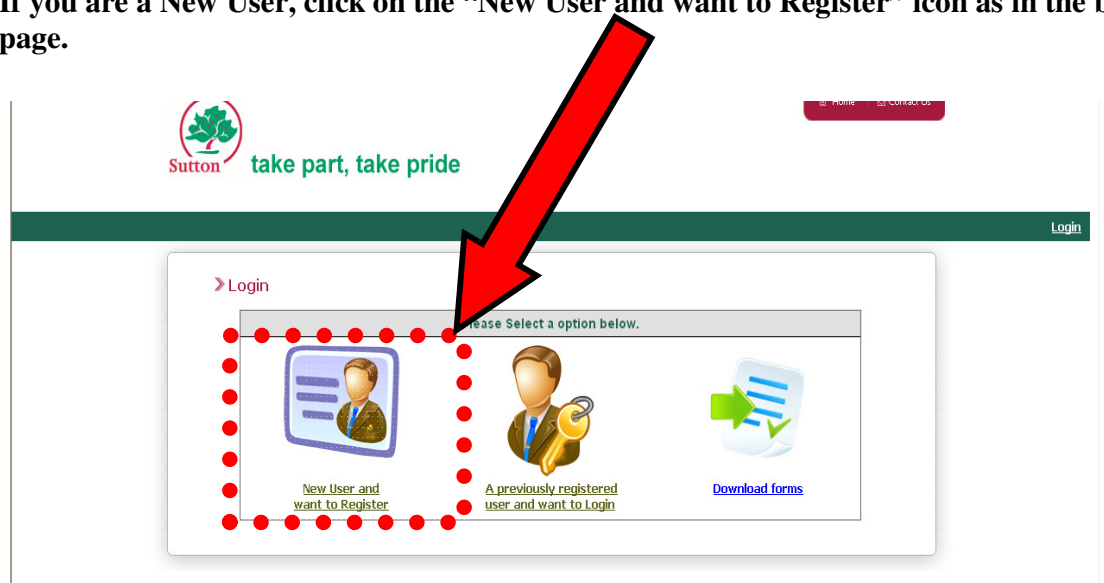
Supported Self Assessment Questionnaire

- 1) Click the link <https://spocc.sutton.gov.uk/LBSPORTAL/> and the home page will appear as below.

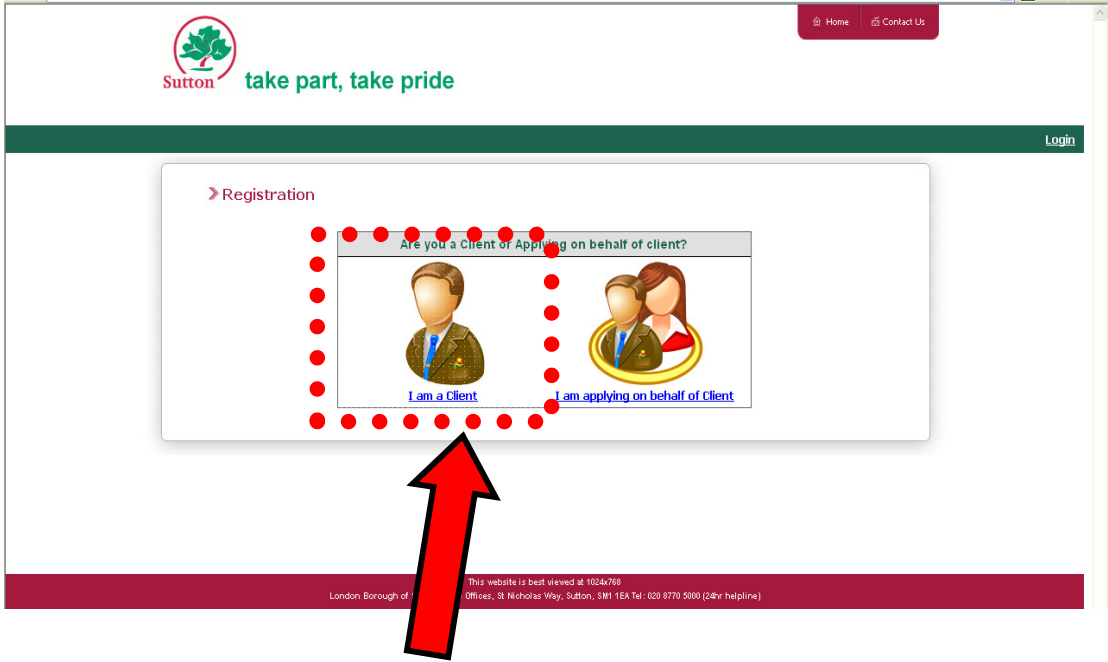


Clients/Family/Friends need to click on the “I am a Client/Family/Friend” in the above screen and the below screen will appear.

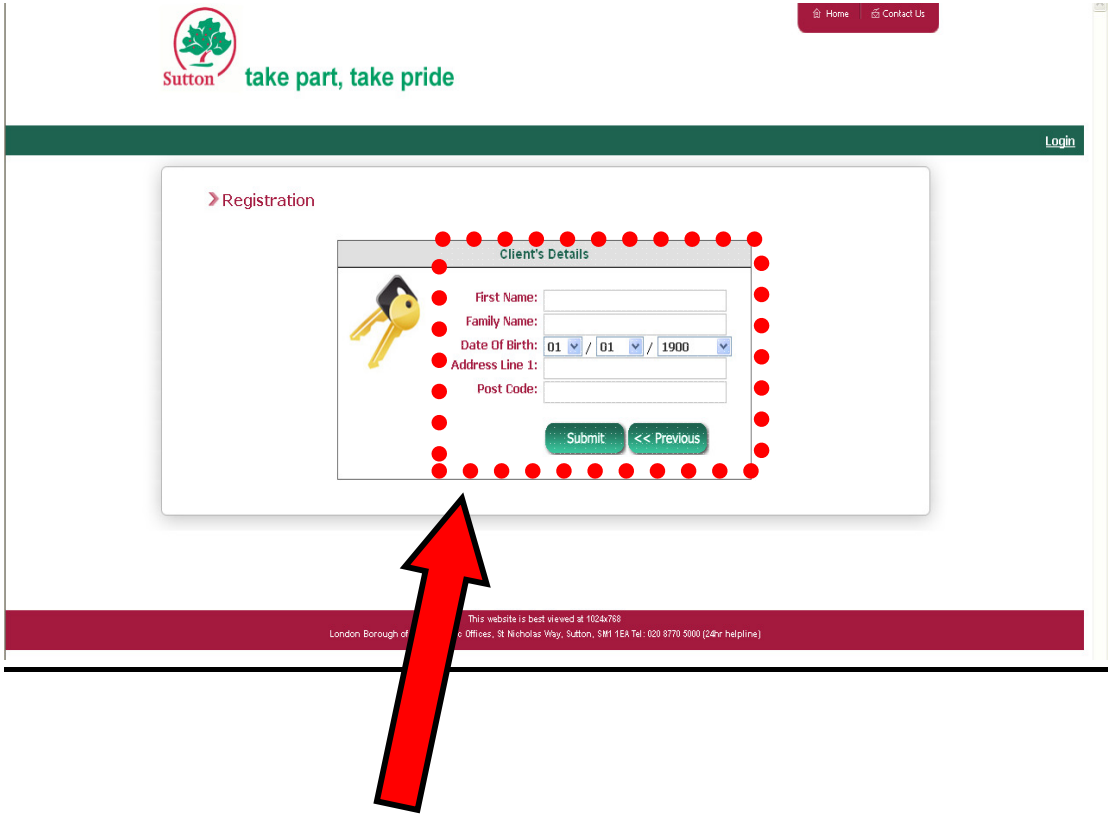
- 2) If you are a New User, click on the “New User and want to Register” icon as in the below page.



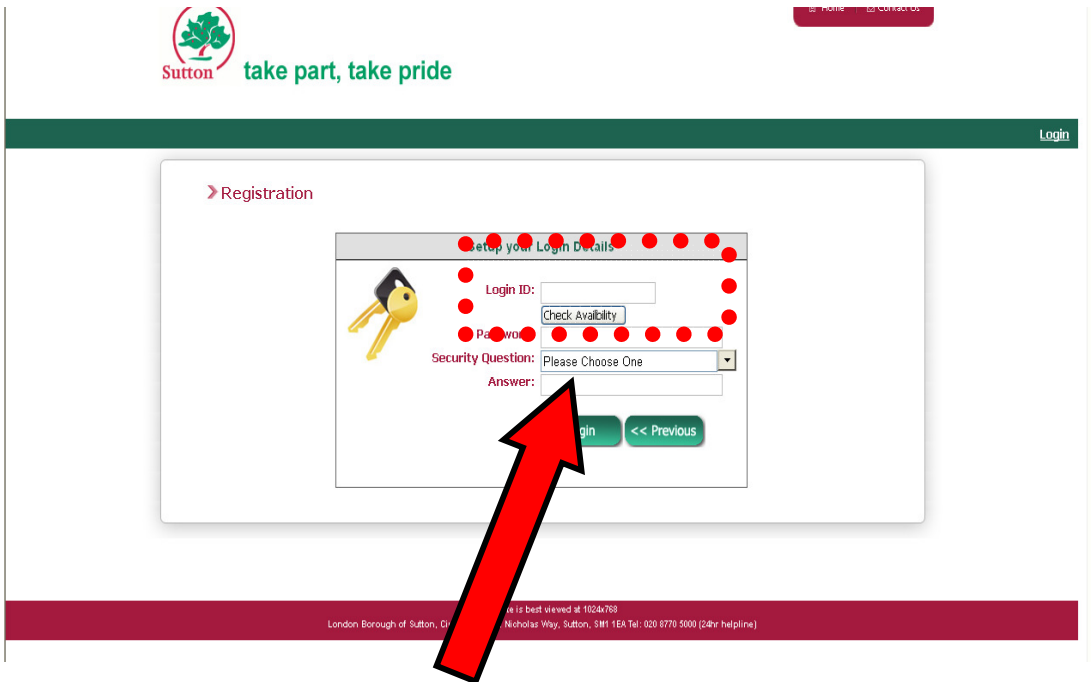
The below page appears.



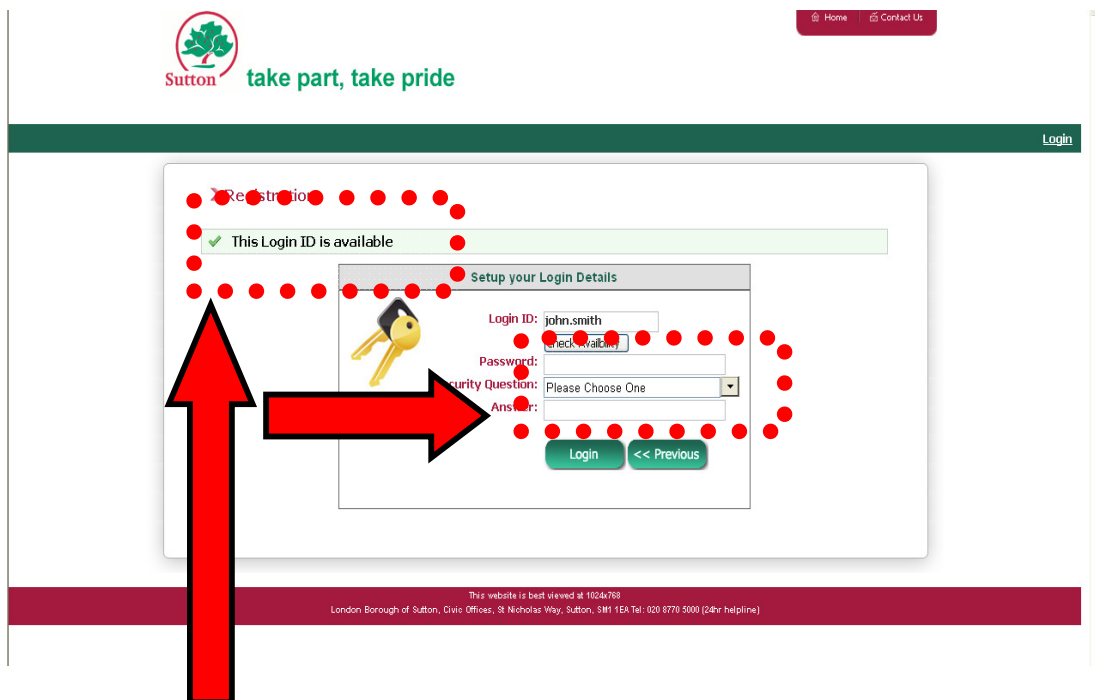
- 3) If you are a Client, click “I am a Client” as in the above page and you will see the Registration page as below.



- 4) Fill your “First Name, Family Name, Date of Birth, First line of the address and Postcode”. Click “Submit”. The below screen appears.

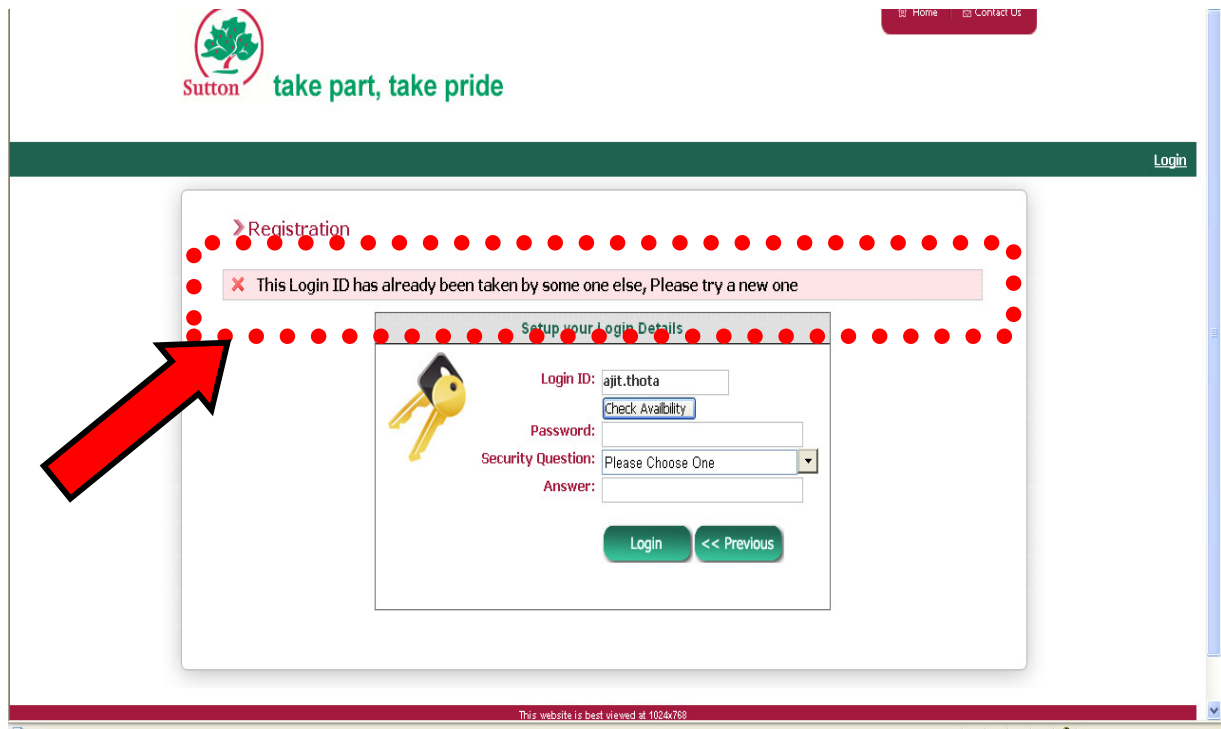


- 5) Create a Login Id by entering a “login id” that is easy to remember e.g john.smith and click “Check Availability”. The below screen appears.



If the Login Id is available, it will prompt as in the above screen. Please enter the “Password”, “Security Question” and “Answer” to the Security Question. Click “Login”

- 6) If the login id has already been created by another user, you will be prompted to choose a different login id as in the below screen.



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Home Contact Us

Login

Registration

✖ This Login ID has already been taken by some one else, Please try a new one

Setup your Login Details

Login ID: ajit.thota

Check Availability

Password:

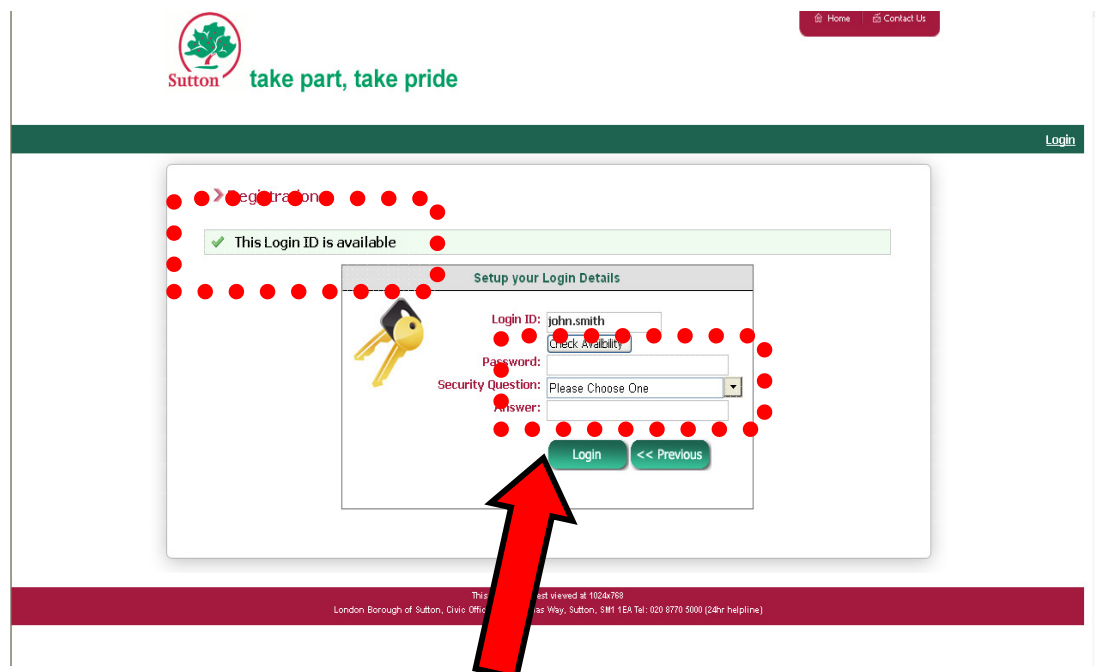
Security Question: Please Choose One

Answer:

Login << Previous

This website is best viewed at 1024x768

7) Repeat the step until the below screen appears.



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Login

Registration

✔ This Login ID is available

Setup your Login Details

Login ID: john.smith

Check Availability

Password:

Security Question: Please Choose One

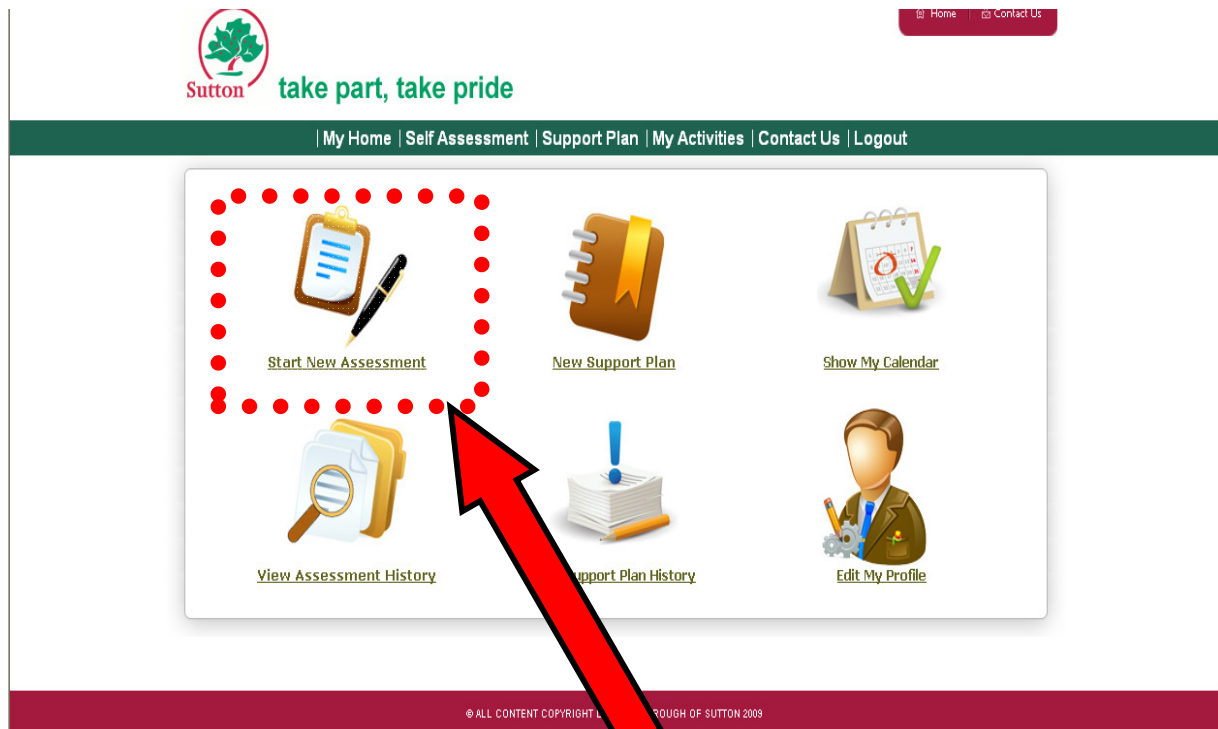
Answer:

Login << Previous

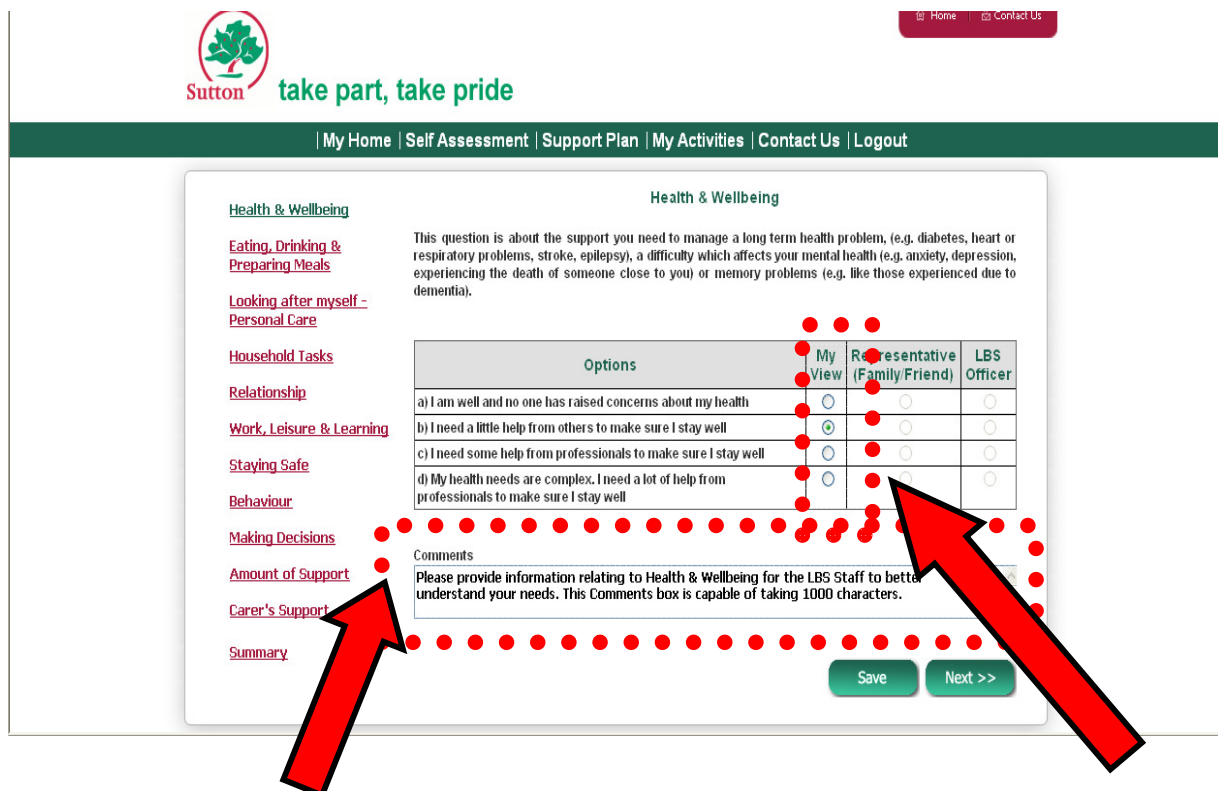
This website is best viewed at 1024x768

London Borough of Sutton, Civic Offices, The Guildhall, 100 The Quadrant, Sutton, SM1 1EA Tel: 020 8770 5000 (24hr helpline)

8) Please enter the “Password”, “Security Question” and “Answer” to the Security Question. Click “Login” and you will see the below screen.



9) To create a new assessment, click “Start New Assessment”. The below page appears.



Health & Wellbeing

This question is about the support you need to manage a long term health problem, (e.g. diabetes, heart or respiratory problems, stroke, epilepsy), a difficulty which affects your mental health (e.g. anxiety, depression, experiencing the death of someone close to you) or memory problems (e.g. like those experienced due to dementia).

Options	My View	Representative (Family/Friend)	LBS Officer
a) I am well and no one has raised concerns about my health	☐	☐	☐
b) I need a little help from others to make sure I stay well	☒	☐	☐
c) I need some help from professionals to make sure I stay well	☐	☐	☐
d) My health needs are complex. I need a lot of help from professionals to make sure I stay well	☐	☐	☐

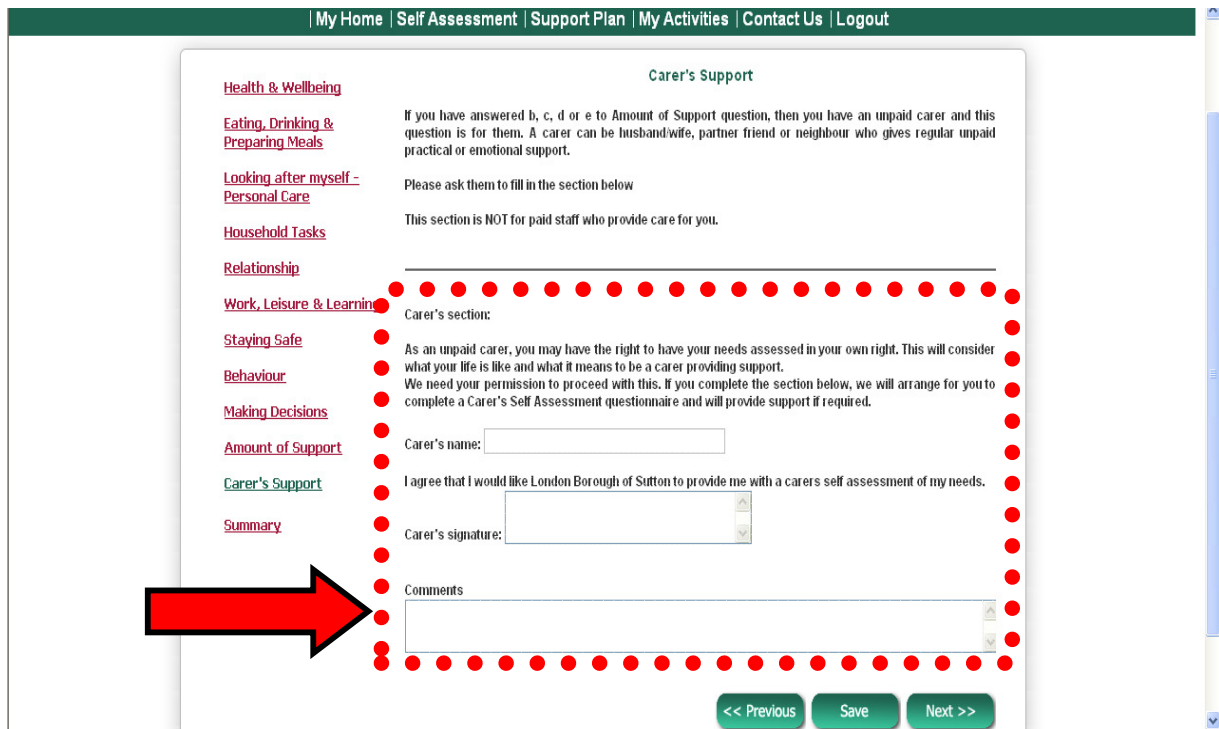
Comments
Please provide information relating to Health & Wellbeing for the LBS Staff to better understand your needs. This Comments box is capable of taking 1000 characters.

Save Next >>

10) Choose one option from the list of options by clicking on the button in the “My View” column. Enter sufficient information about the area you are currently answering into the “Comments” box. This will help the LBS staff to understand your needs. Click “Save” to save the information entered and then click “Next” to move to the next topic.

Similarly, fill the options in all the topics starting from Health & Wellbeing till Carer's Support which you find as links on the left side of the page. It is strongly recommended to occasionally save the information entered by clicking on the "Save" button.

If your response to the Amount of Support topic has been b, c, d or e, then you have an unpaid Carer and the "Carer's Support" section has to be filled by them. Please ask your Carer to fill this section.



Click Save and then click Next and the below page appears.

11) This page gives you the summary of your selection of options within various topics.



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 [Self Assessment](#) |
 [Support Plan](#) |
 [My Activities](#) |
 [Contact Us](#) |
 [Logout](#)

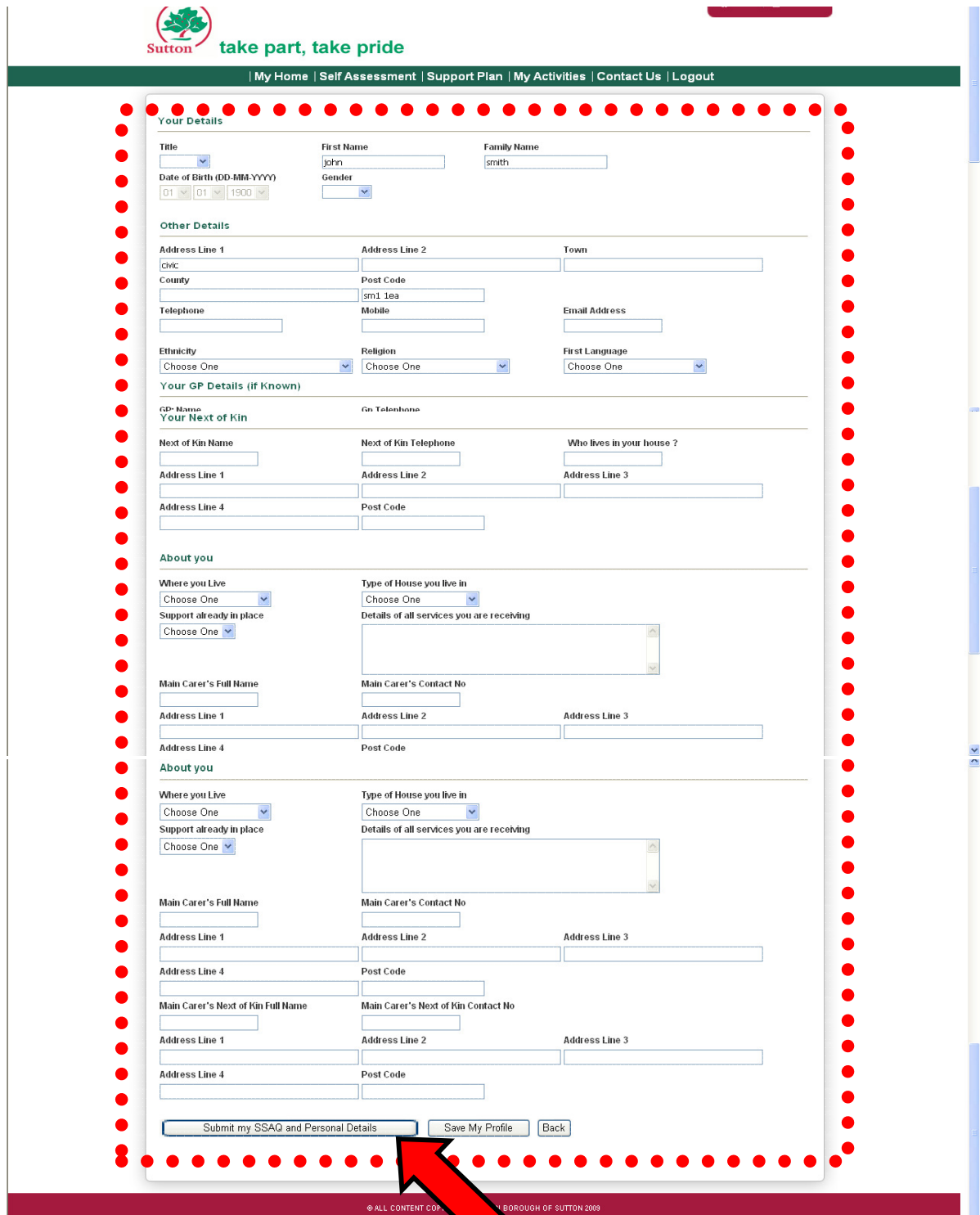
Summary

Question	Person					Representative (Family/Friend)					LBS Officer				
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
Health & Wellbeing	X														
Eating, Drinking & Preparing Meals		X													
Looking after myself - Personal Care		X													
Household Tasks		X													
Relationship			X												
Work, Leisure & Learning			X												
Staying Safe			X												
Behaviour				X											
Making Decisions		X													
Amount of Support			X												
Carer's Support															

<< Previous
Save
Next >>

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Click “Save” and click “Next”. The below page appears.



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Your Details

Title: [Dropdown]
 Date of Birth (DD-MM-YYYY): [01][01][1900]
 First Name: [John]
 Family Name: [smith]
 Gender: [Dropdown]

Other Details

Address Line 1: [Civic] Address Line 2: [] Town: []
 County: [] Post Code: [sm1 1ea]
 Telephone: [] Mobile: [] Email Address: []
 Ethnicity: [Choose One] Religion: [Choose One] First Language: [Choose One]

Your GP Details (if Known)

GP Name: [] GP Telephone: []
 Your Next of Kin: []

Next of Kin Details

Next of Kin Name: [] Next of Kin Telephone: [] Who lives in your house?: []
 Address Line 1: [] Address Line 2: [] Address Line 3: []
 Address Line 4: [] Post Code: []

About you

Where you Live: [Choose One] Type of House you live in: [Choose One]
 Support already in place: [Choose One] Details of all services you are receiving: [Text Area]
 Main Carer's Full Name: [] Main Carer's Contact No: []
 Address Line 1: [] Address Line 2: [] Address Line 3: []
 Address Line 4: [] Post Code: []

Submit my SSAQ and Personal Details **Save My Profile** **Back**

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12) Enter your personal details and click “Submit my SSAQ and Personal Details”. Any mandatory details you have missed to enter will be highlighted and you will be prompted to enter them as in the below screen.

×

- Town is required.
- County is required.
- PostCode is required.

Submit my SSAQ and Personal Details
Save My Profile
Back

13) Enter the mandatory fields and Click “Submit my SSAQ and Personal Details” and the below page appears. **Please note that the text in the below letter is under review.**



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London Borough of Sutton

Adult Social Services and Housing
Executive Head of Older and Disabled People's Services:
Daric Line : (020) 8770 5000
Our Reference : 292

Date : 03 February 2010

JOHN SMITH
CIVIC
OFFICES
SUTTON
SURREY
SM1 1EA

Dear JOHN SMITH,

Thank you for submitting your Self Assessment Questionnaire on 03/02/2010
15:42:38

Summary of Assessed Needs

The following is a summary of the details you submitted.

Question	Person					Representative (Family, Friend)					LBS Officer				
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
Health & Wellbeing			X												
Eating, Drinking & Preparing Meals				X											
Looking after myself - Personal Care			X												
Household Tasks			X												
Relationship			X												
Work, Leisure & Learning				X											
Staying Safe		X													
Behaviour				X											
Making Decisions		X													
Amount of Support				X											
Carer's Support															

Please reply to:

London Borough of Sutton

Adult Social Services & Housing
Civic Offices
St. Nicholas Way
Sutton,
SM1 1EA

www.sutton.gov.uk
Minicom (020) 8770 5000
DX No 134340 Sutton 11

The amount that you will be expected to contribute towards your Personal Budget will be agreed once a member of the Joint Visiting Team has carried out a full Financial Assessment [The Role of the Joint Visiting Team is to carry out an independent financial assessment on your financial capacity].

Once your financial assessment has taken place, you will be notified through the web portal and you will be able to view a summary of the updated details explaining how much of your Personal Budget will come from the Council and how much you will be expected to contribute. You will also receive a detailed breakdown of the Assessment through the postal service.

Print

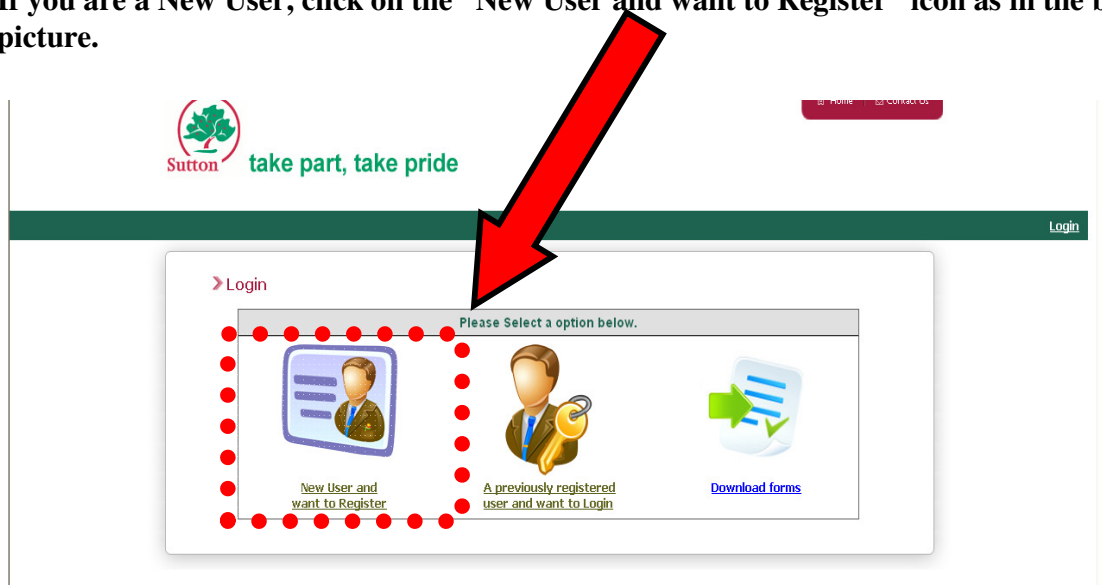
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The above page provides you the information in the form of a letter. It also provides you with some next steps within the process and numbers to contact Sutton staff. Click “Print” if you have access to a printer and wish to print this letter to file for future purposes.

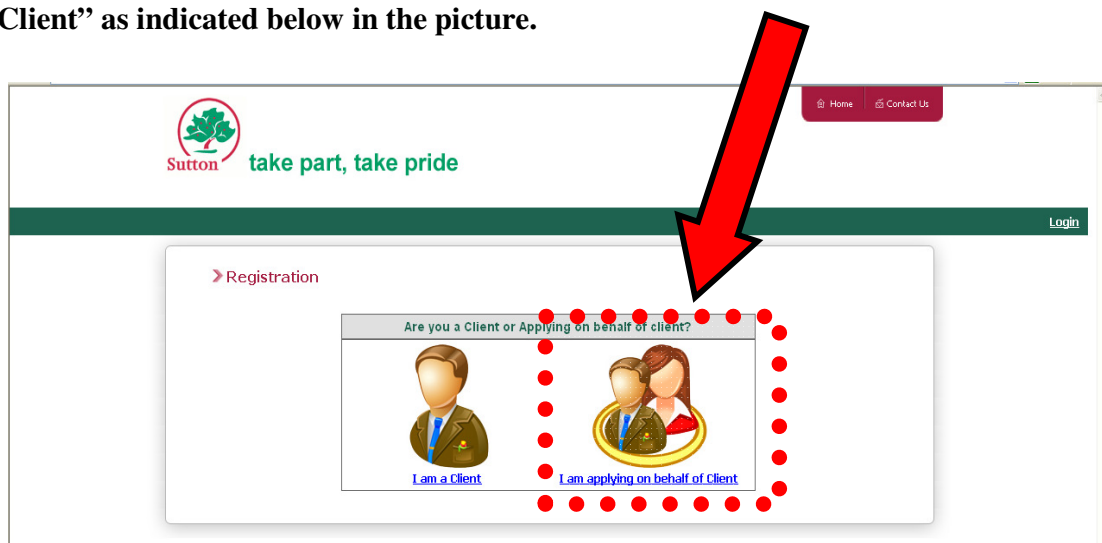
This completes the process of submitting your Self Assessment Questionnaire.

Supported Self Assessment Questionnaire filled on behalf of the client.

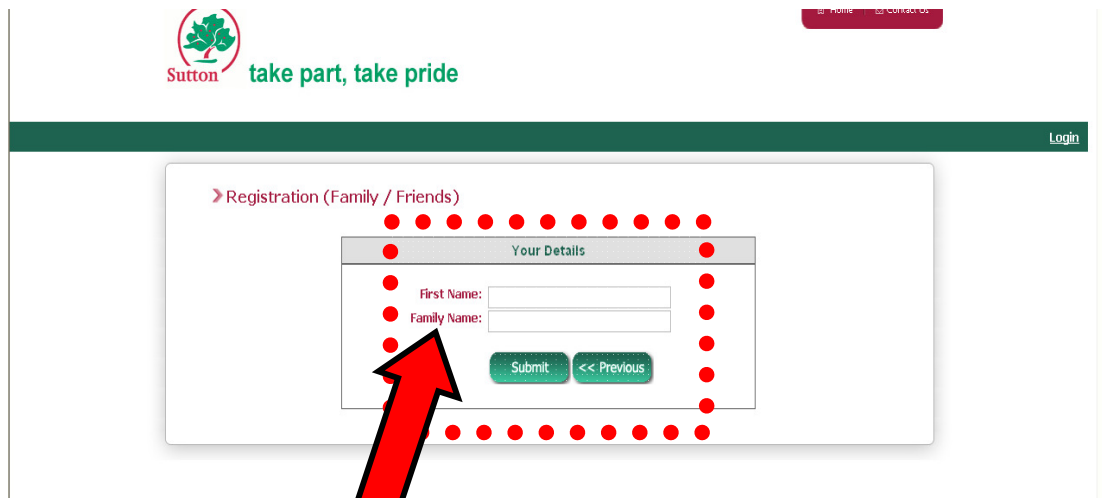
- 1) If you are a New User, click on the “New User and want to Register” icon as in the below picture.



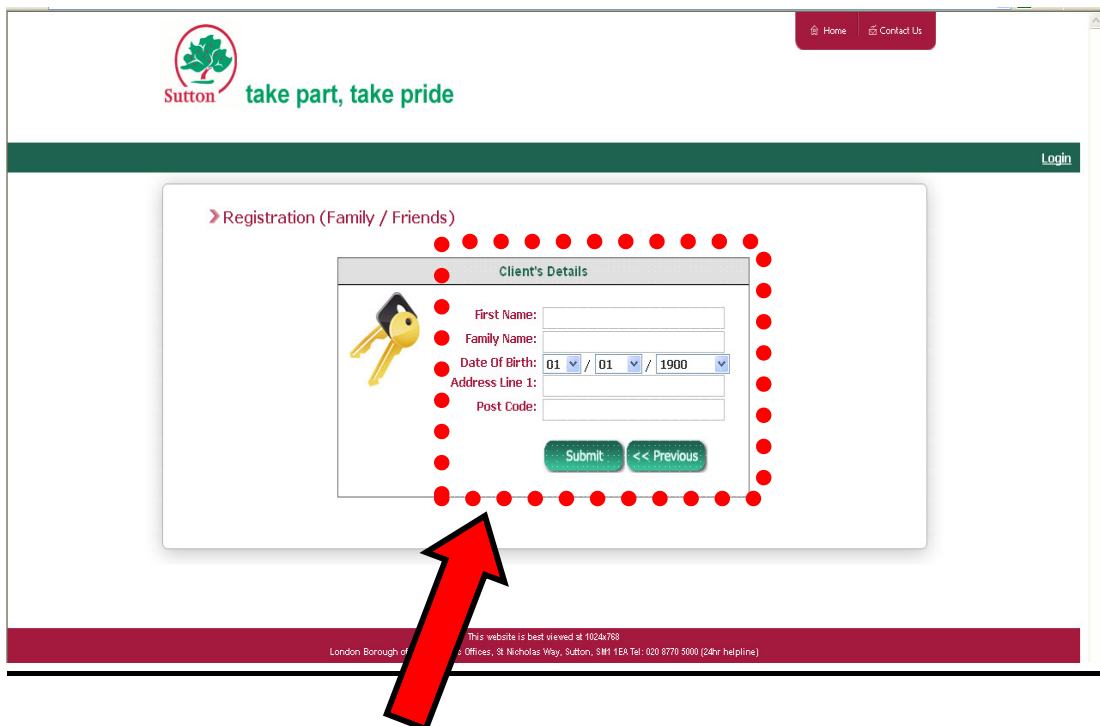
- 2) If you are applying on behalf of some one, please click “I am applying on behalf of Client” as indicated below in the picture.



Once you click the “I am applying on behalf of client” button, the below page appears.

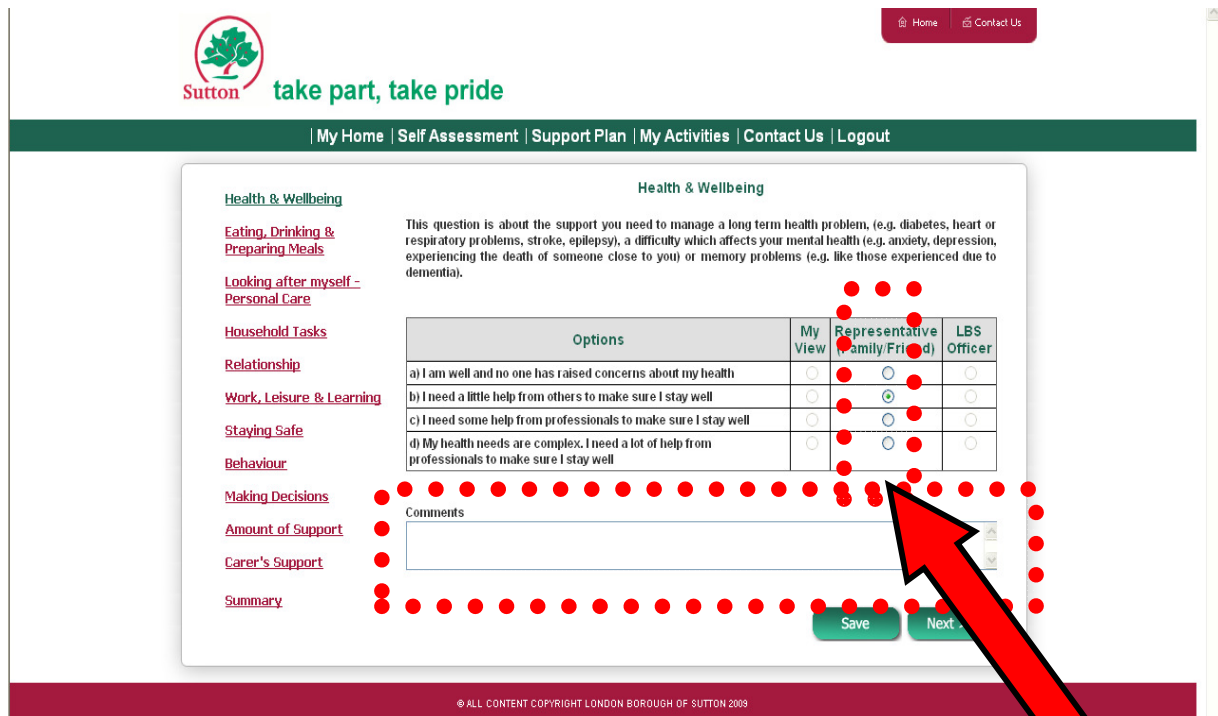


- 3) Please enter your “First Name” and “Family Name” and click “Submit” and you will see the below page.



Please enter the details of the Client for whom you wish to submit the Supported Self Assessment Questionnaire. Click “Submit”.

Please follow the same process as mentioned above in this document from [Point 5](#) to [Point 8](#) in the above section and click “New Assessment” and the below page appears.



Health & Wellbeing

This question is about the support you need to manage a long term health problem, (e.g. diabetes, heart or respiratory problems, stroke, epilepsy), a difficulty which affects your mental health (e.g. anxiety, depression, experiencing the death of someone close to you) or memory problems (e.g. like those experienced due to dementia).

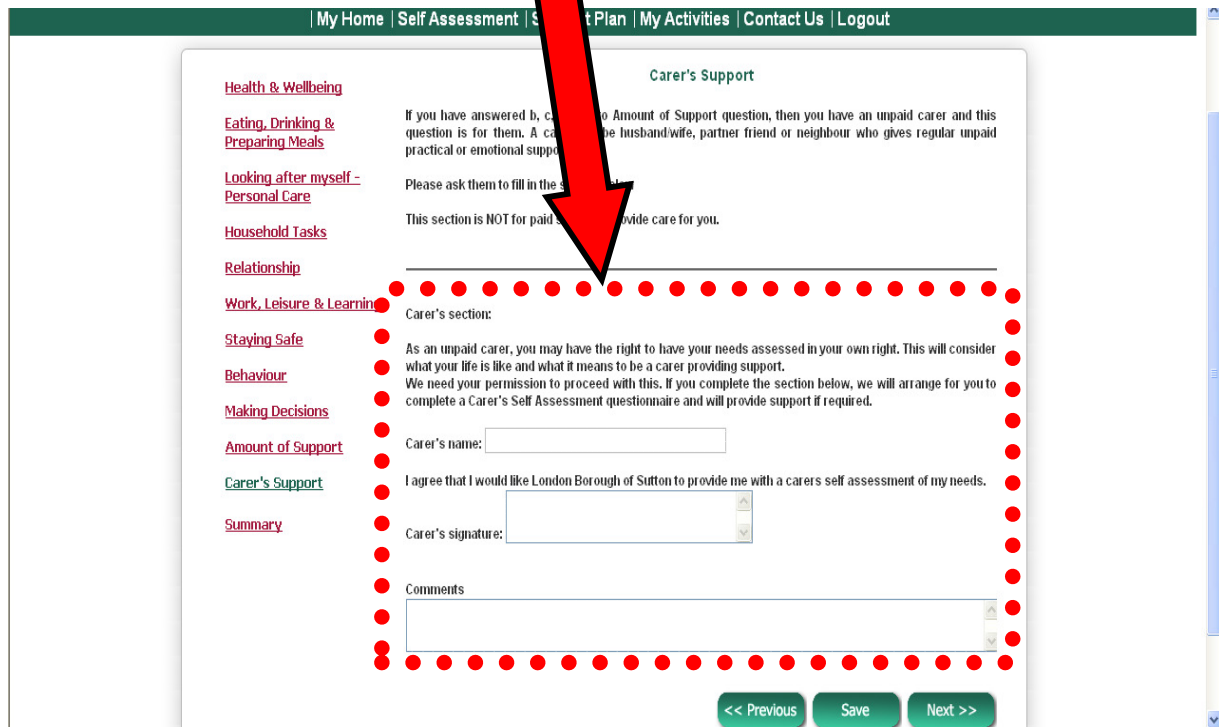
Options	My View	Representative Family/Friend	LBS Officer
a) I am well and no one has raised concerns about my health	☐	☒	☐
b) I need a little help from others to make sure I stay well	☐	☒	☐
c) I need some help from professionals to make sure I stay well	☐	☐	☐
d) My health needs are complex. I need a lot of help from professionals to make sure I stay well	☐	☐	☐

Comments

- 4) Choose one option from the list of options by clicking on the button in the “Representative Family/Friends” column. Enter sufficient information about the area you are currently answering in the “Comments” box. This will help the LBS staff to understand your Client’s needs. Click “Save” to save the information entered and then click “Next” to move to the next topic

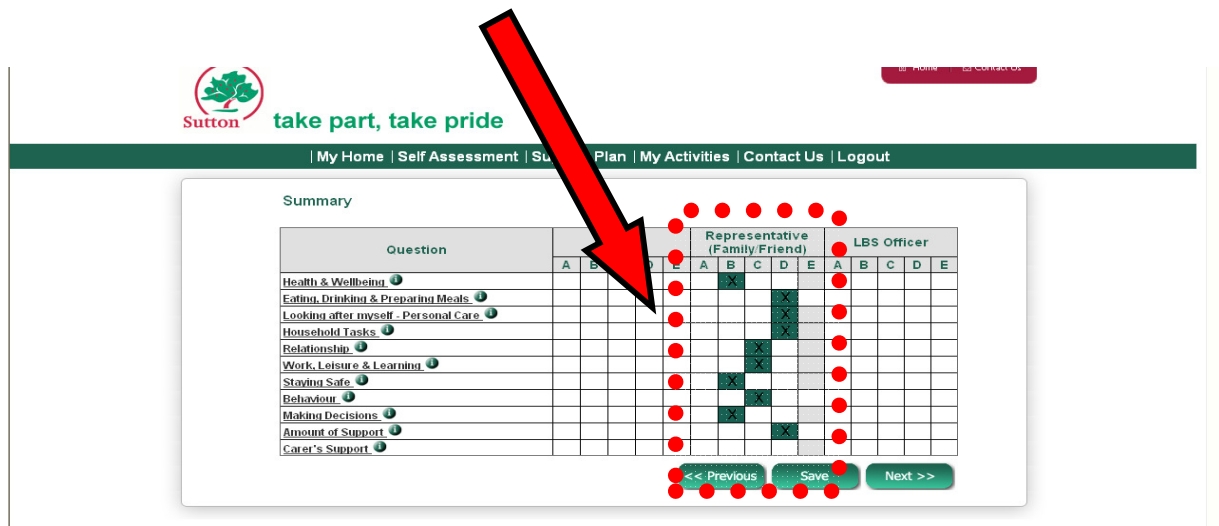
Similarly, fill the options in all the topics starting from Health & Wellbeing till Carer’s Support which you find as links on the left side of the page. It is strongly recommended to occasionally save the information entered by clicking on the “Save” button.

If your response to the Amount of Support topic has been b, c, d or e, then your client has an unpaid Carer and the “Carer’s Support” section has to be filled by them. Please ask your Client’s Carer to fill this section.



Click “Save” and then click “Next” and the below page appears.

5) This page gives you the summary of your selection of options within various topics.



Question						Representative (Family Friend)					LBS Officer					
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	
Health & Wellbeing																
Eating, Drinking & Preparing Meals																
Looking after myself - Personal Care																
Household Tasks																
Relationship																
Work, Leisure & Learning																
Staying Safe																
Behaviour																
Making Decisions																
Amount of Support																
Carer's Support																

Click “Save” and click “Next”. The below page appears.

Your Contact Details

First Name 	Family Name
Relationship to person on Who's behalf you are completing this form 	
Email Address 	Phone
Address Line 1 	Address Line 2
Town 	County
Postcode 	

Client's Details

Title 	First Name 	Family Name
Date of Birth (DD-MM-YYYY) Gender 		

Other Client's Details

Address Line 1 	Address Line 2 	Address Line 3
Town 	County 	Post Code
Telephone 	Mobile 	Email Address
Ethnicity 	Religion 	First Language

Client's GP Details (if Known)

GP Name 	GP Telephone
Address Line 1 	Address Line 2
Address Line 4 	Post Code

Client's Next of Kin

Next of Kin Name 	Next of Kin Telephone 	Who lives in your house ?
Address Line 1 	Address Line 2 	Address Line 3
Address Line 4 	Post Code 	

About Client

Where you Live 	Type of House you live in
Support already in place 	Details of all services you are receiving

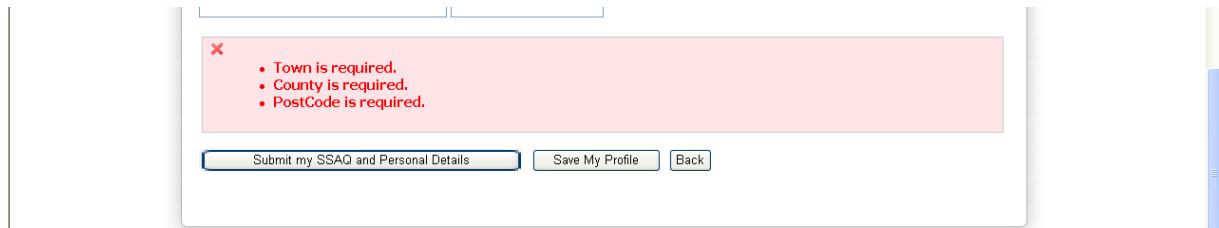
Main Carer's Details

Main Carer's Full Name 	Main Carer's Contact No
Address Line 1 	Address Line 2
Address Line 4 	Post Code

Main Carer's Next of Kin Details

Main Carer's Next of Kin Full Name 	Main Carer's Next of Kin Contact No
Address Line 1 	Address Line 2
Address Line 4 	Post Code

- 6) Enter your personal details, the Client's Personal details and click "Submit my SSAQ and Personal Details". Any mandatory details you have missed to enter will be highlighted and you will be prompted to enter them as in the below screen.



- 7) Enter the mandatory fields and Click "Submit my SSAQ and Personal Details" and the below page appears. **Please note that the text in the below letter is under review.**

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London Borough of Sutton

Adult Social Services and Housing
Executive Head of Older and Disabled People's Services:
Daric Line : (020) 8770 5000
Our Reference : 292

Date : 03 February 2010

JOHN SMITH
Civic
OFFICES
SUTTON
SURREY
SM1 1EA

Dear JOHN SMITH,

Thank you for submitting your Self Assessment Questionnaire on 03/02/2010
15:42:38

Summary of Assessed Needs

The following is a summary of the details you submitted.

Question	Person					Representative (Family, Friend)					LBS Officer				
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E
Health & Wellbeing							X								
Eating, Drinking & Preparing Meals									X						
Looking after myself - Personal Care									X						
Household Tasks									X						
Relationship								X							
Work, Leisure & Learning								X							
Staying Safe							X								
Behaviour								X							
Making Decisions							X								
Amount of Support									X						
Carer's Support															

The amount that you will be expected to contribute towards your Personal Budget will be agreed once a member of the Joint Visiting Team has carried out a full Financial Assessment [The Role of the Joint Visiting Team is to carry out an independent financial assessment on your financial capacity].

Once your financial assessment has taken place, you will be notified through the web portal and you will be able to view a summary of the updated details explaining how much of your Personal Budget will come from the Council and how much you will be expected to contribute. You will also receive a detailed breakdown of the Assessment through the postal service.

[Print](#)

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The above page provides you the information in the form of a letter. It also provides you with some next steps within the process and numbers to contact Sutton staff. Click "Print" if you have access to a printer and wish to print this letter to file for future purposes.

This completes the process of submitting the Supported Self Assessment Questionnaire on behalf of a Client.

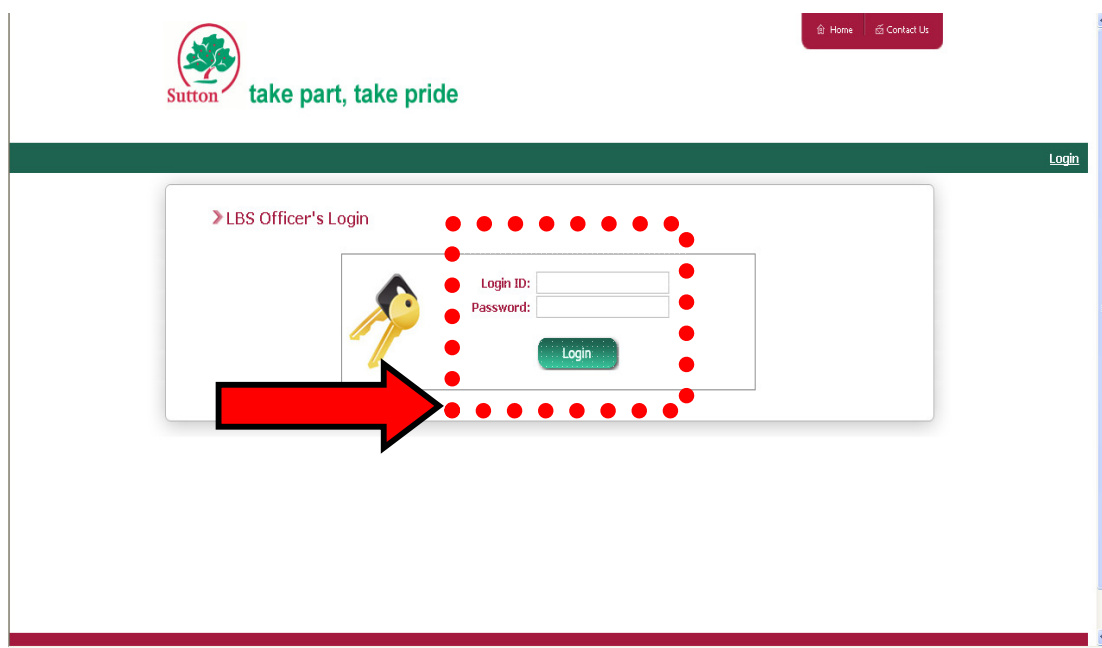
User Manual for LBS Staff

Home Page Link:- <https://spocc.sutton.gov.uk/LBSPORTAL/>

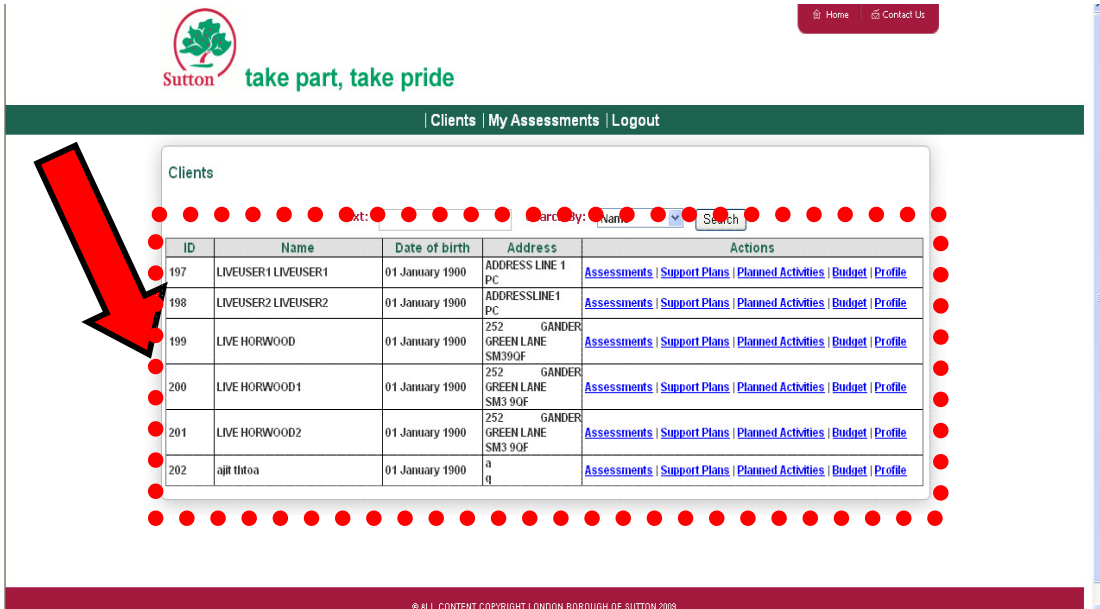
- 1) Click the link above and the home page will appear as below.



- 2) If you are an LBS Officer, please click on "I am a Professional" and the below screen will appear.



- 3) Please enter your User Id and Password that has been provided to you and click “Login” and you will see the below page.



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Clients | My Assessments | Logout

Clients

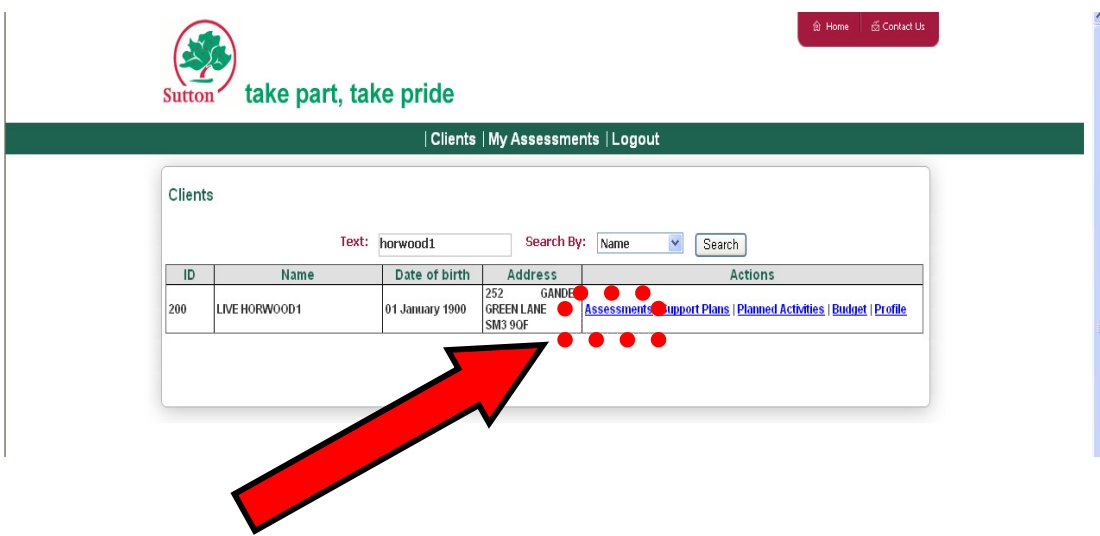
Text: Search By: Name Search

ID	Name	Date of birth	Address	Actions
197	LIVEUSER1 LIVEUSER1	01 January 1900	ADDRESS LINE 1 PC	Assessments Support Plans Planned Activities Budget Profile
198	LIVEUSER2 LIVEUSER2	01 January 1900	ADDRESSLINE1 PC	Assessments Support Plans Planned Activities Budget Profile
199	LIVE HORWOOD	01 January 1900	252 GANDER GREEN LANE SM3 9QF	Assessments Support Plans Planned Activities Budget Profile
200	LIVE HORWOOD1	01 January 1900	252 GANDER GREEN LANE SM3 9QF	Assessments Support Plans Planned Activities Budget Profile
201	LIVE HORWOOD2	01 January 1900	252 GANDER GREEN LANE SM3 9QF	Assessments Support Plans Planned Activities Budget Profile
202	ajit thota	01 January 1900	a q	Assessments Support Plans Planned Activities Budget Profile

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This page gives you a list of all the clients whose Supported Self Assessments Questionnaires have been submitted either by themselves or by Family/Friends. It provides you the details links to Self Assessments, Support Plan, the client’s Planned Activity Calendar, the Budget and his/her profile.

- 4) Search for a client by entering first name or the last name within “Text” and select “Search By” as “Name”. Example “Horwood1”. Click “Search” and the below screen appears.



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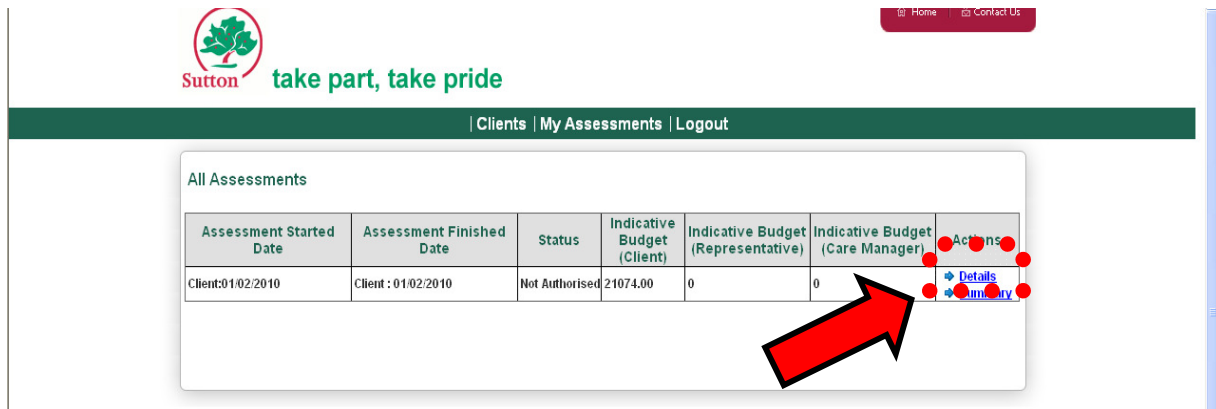
Clients | My Assessments | Logout

Clients

Text: horwood1 Search By: Name Search

ID	Name	Date of birth	Address	Actions
200	LIVE HORWOOD1	01 January 1900	252 GANDER GREEN LANE SM3 9QF	Assessments Support Plans Planned Activities Budget Profile

- 5) Click “Assessments” and the below screen appears.



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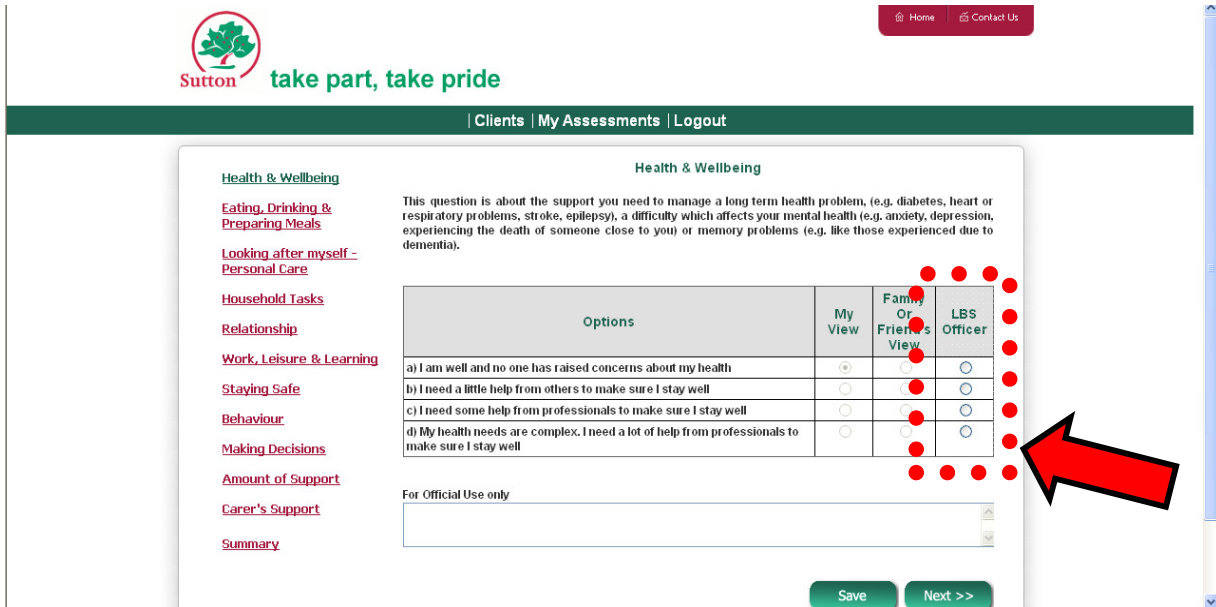
Clients | My Assessments | Logout

All Assessments

Assessment Started Date	Assessment Finished Date	Status	Indicative Budget (Client)	Indicative Budget (Representative)	Indicative Budget (Care Manager)	Actions
Client: 01/02/2010	Client : 01/02/2010	Not Authorised	21074.00	0	0	Details Summary

This page displays all the assessments that have been submitted for this particular client. It provides details such as the date the Assessment was Started, the date it was Finished, the status of the Assessments, the Indicative Budget based on the Client's Assessment. It also provides links to view the Details of the Assessment or just the Summary.

- 6) All assessments which have the status as “Not Authorised” and “Care Manager Indicative Budget as “0” should be actioned. Click “Details” and the below screen appears.



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Health & Wellbeing

Health & Wellbeing

This question is about the support you need to manage a long term health problem, (e.g. diabetes, heart or respiratory problems, stroke, epilepsy), a difficulty which affects your mental health (e.g. anxiety, depression, experiencing the death of someone close to you) or memory problems (e.g. like those experienced due to dementia).

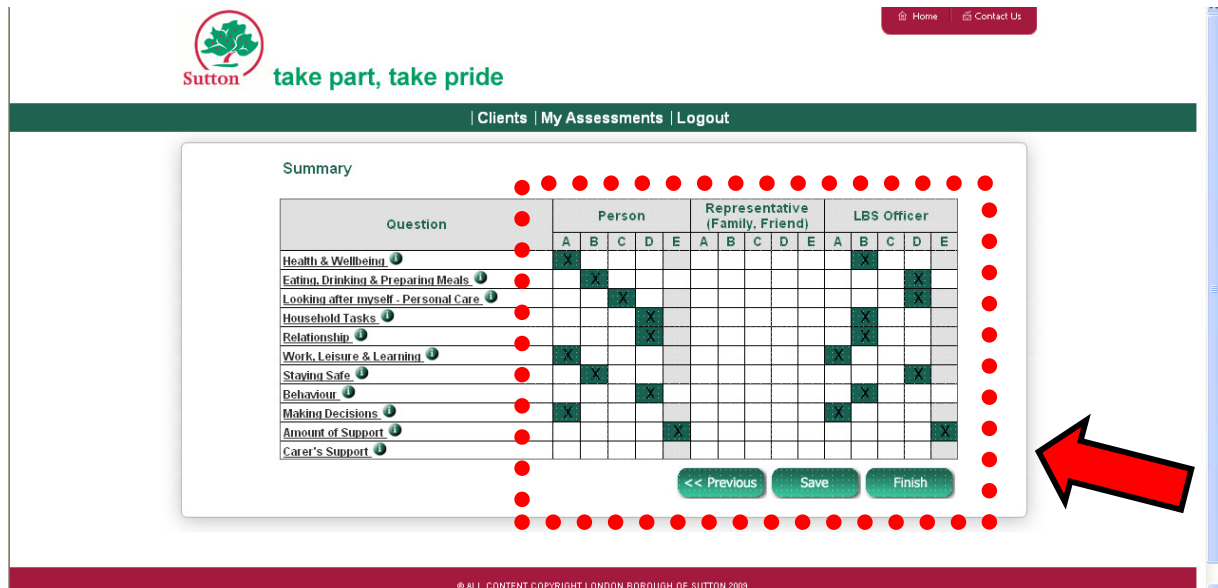
Options	My View	Family Or Friends View	LBS Officer
a) I am well and no one has raised concerns about my health	☐	☐	☐
b) I need a little help from others to make sure I stay well	☐	☐	☐
c) I need some help from professionals to make sure I stay well	☐	☐	☐
d) My health needs are complex. I need a lot of help from professionals to make sure I stay well	☐	☐	☐

For Official Use only

Save Next >>

The column by title “LBS Officer” becomes active and the options chosen by the Client become read only. Any comments entered by the Client will be visible below the “For Official Use Only” comments box. Select an option appropriate for the Client’s need.

Continue selecting options within each of the areas listed on the left of the page starting from “Health & Wellbeing” until “Amount of Support”. Verify Carer’s Support section, click “Save” and then click “Next”. The page below appears.



Summary

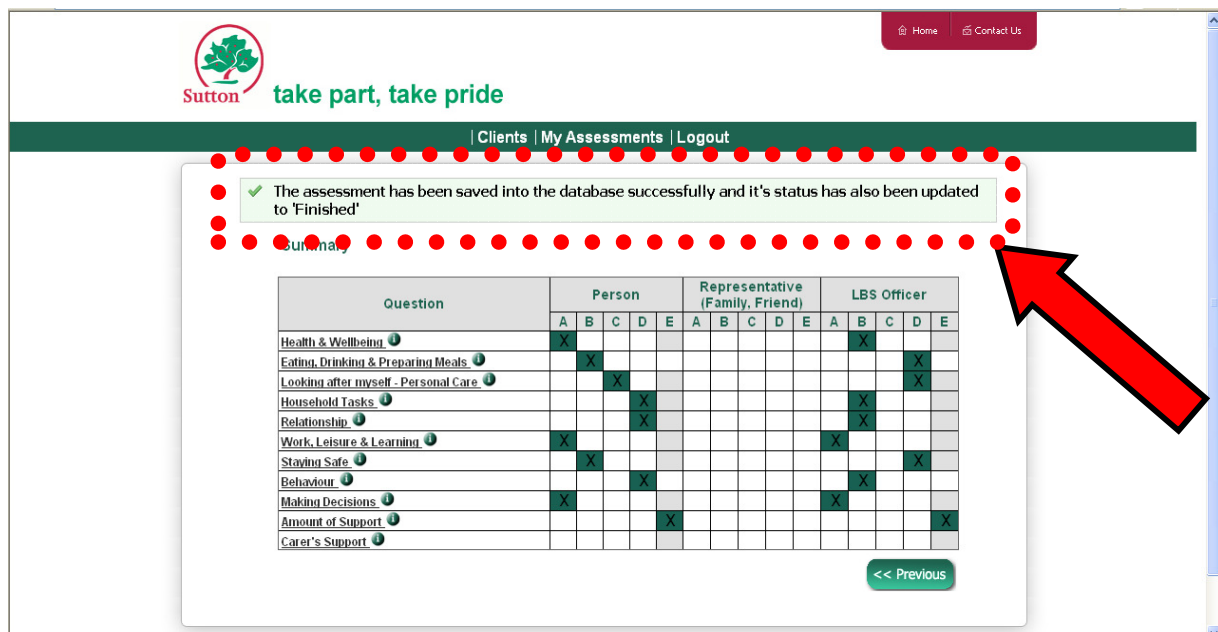
Question	Person					Representative (Family, Friend)					LBS Officer					
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	
Health & Wellbeing	X											X				
Eating, Drinking & Preparing Meals		X													X	
Looking after myself - Personal Care			X												X	
Household Tasks				X								X				
Relationship				X								X				
Work, Leisure & Learning	X										X					
Staying Safe		X													X	
Behaviour				X								X				
Making Decisions	X										X					
Amount of Support					X											X
Carer's Support																

<< Previous Save Finish

This page gives you a summary view of Client's and LBS Staff's selection of options within various topics of the assessment.

If it is unclear of what the option text is, click "i" icon beside each topic to see what the option text is.

Click "Save" and click "Finish". The below page appears.



The assessment has been saved into the database successfully and it's status has also been updated to 'Finished'

Summary

Question	Person					Representative (Family, Friend)					LBS Officer					
	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	
Health & Wellbeing	X											X				
Eating, Drinking & Preparing Meals		X													X	
Looking after myself - Personal Care			X												X	
Household Tasks				X								X				
Relationship				X								X				
Work, Leisure & Learning	X										X					
Staying Safe		X													X	
Behaviour				X								X				
Making Decisions	X										X					
Amount of Support					X											X
Carer's Support																

<< Previous

- Click "Clients" and search for "Horwood1" and when the search results come up, click "Assessments" and the below screen appears.



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Home Contact Us

Clients | My Assessments | Logout

All Assessments

Assessment Started Date	Assessment Finished Date	Status	Indicative Budget (Client)	Indicative Budget (Representative)	Indicative Budget (Care Manager)	Actions
Client:01/02/2010 LBS Officer:04/02/2010	Client : 01/02/2010 LBS Officer:04/02/2010	Not Authorised	21074.00	0	22339.00	Details



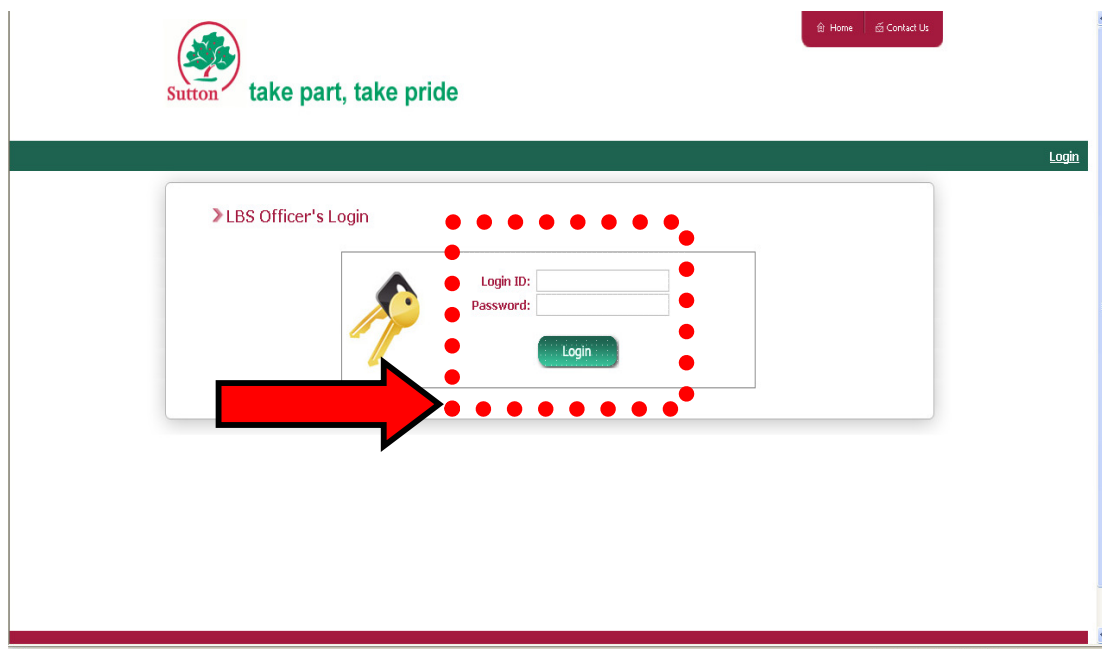
You will now see that the Indicative Budget field has been populated after the Validation has been done by LBS Staff. However, you will also notice that the Status is still Not Authorised.

User Manual for LBS Manager

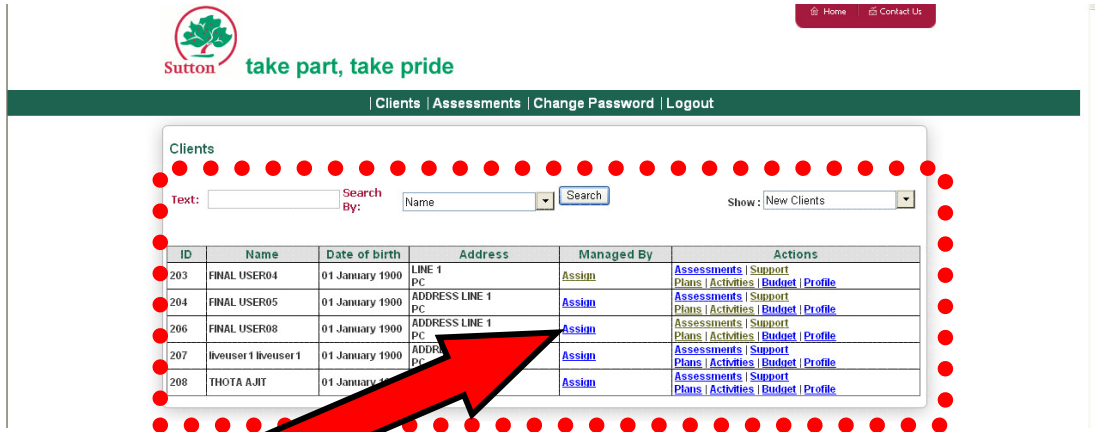
- 1) Click the link <https://spocc.sutton.gov.uk/LBSPORTAL/> and the home page will appear as below.



- 2) If you are an LBS Officer, please click on “I am a Professional” and the below screen will appear.



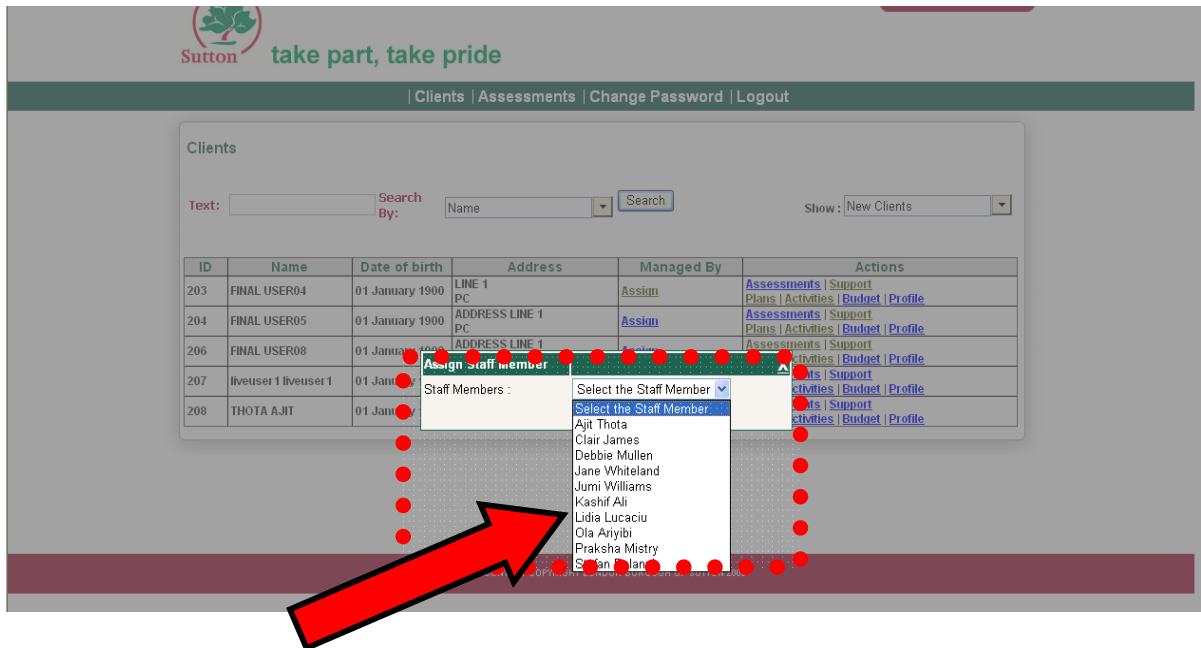
- 3) Please enter your User Id and Password that has been provided to you and click “Login” and you will see the below page. This page gives you a list of all the clients whose Supported Self Assessments Questionnaires’ have been submitted.



Text: Search By: Name Search Show: New Clients

ID	Name	Date of birth	Address	Managed By	Actions
203	FINAL USER04	01 January 1900	LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
204	FINAL USER05	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
206	FINAL USER08	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
207	liveuser1 liveuser1	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
208	THOTA AJIT	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile

- 4) Click “Assign” to assign the Assessment to your team members and the below page appears.



Text: Search By: Name Search Show: New Clients

ID	Name	Date of birth	Address	Managed By	Actions
203	FINAL USER04	01 January 1900	LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
204	FINAL USER05	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
206	FINAL USER08	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
207	liveuser1 liveuser1	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
208	THOTA AJIT	01 January 1900	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile

Assign staff member

Staff Members :

Select the Staff Member

Ajit Thota

Clair James

Debbie Mullen

Jane Whiteland

Jumi Williams

Kashif Ali

Lidia Lucaciu

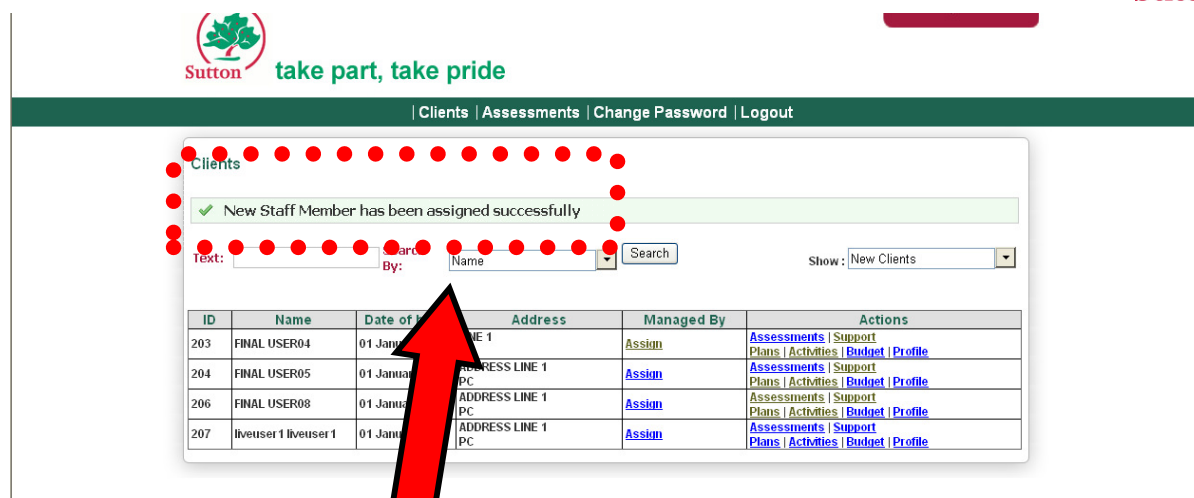
Ola Ariyibi

Praksha Mistry

Susan Mullen

- 6) Click the drop down arrow of the Staff Members drop down list and the list of employees within your team is displayed. Select a team member to whom you wish to assign the SSAQ to action and click “Assign” button. The below page is displayed.

Please note that within Phase 1 of the Rollout, this will display the names of all Champions and Managers



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Clients | Assessments | Change Password | Logout

✓ New Staff Member has been assigned successfully

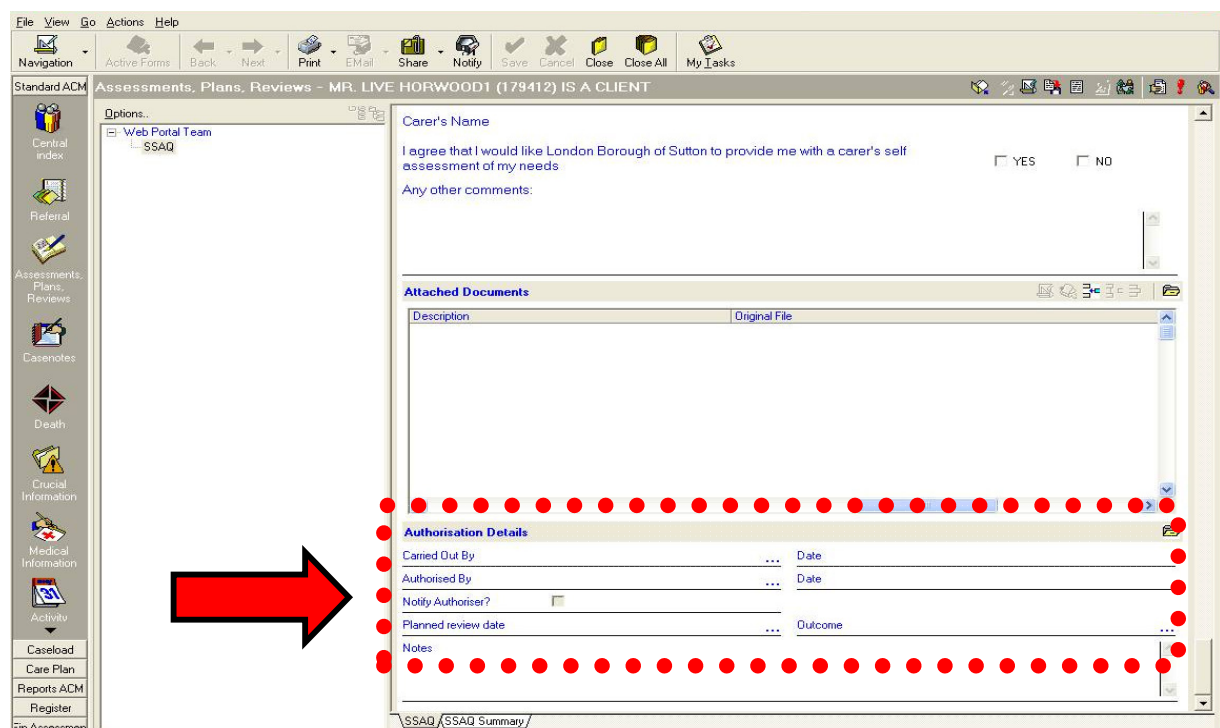
Text: By: Name Search Show:

ID	Name	Date of Birth	Address	Managed By	Actions
203	FINAL USER04	01 January 1980	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
204	FINAL USER05	01 January 1980	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
206	FINAL USER08	01 January 1980	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile
207	liveuser1 liveuser1	01 January 1980	ADDRESS LINE 1 PC	Assign	Assessments Support Plans Activities Budget Profile

Upon Assigning, “New Staff Member has been assigned successfully” appears and the view of the page refreshes and the assigned assessment disappears from this page and adds to the list of the assessments of the particular team members My Clients view. In the above example, ID 208 has been assigned.

- 7) Managers can create assessments by clicking on “Assessments” and “Start New Assessment”.
- 8) To authorise the assessment, the Manager needs to go into Paris and Authorise the assessment. Navigation path and screen shot provided below.

The path to the assessment module in PARIS is Login / select GO from the Menu bar / Standard / Assessments



File View Go Actions Help

Navigation Active Forms Back Next Print EMail Share Notify Save Cancel Close Close All My Tasks

Standard ACM Assessments, Plans, Reviews - MR. LIVE HORWOOD1 (179412) IS A CLIENT

Options: Web Portal Team SSAQ

Carer's Name

I agree that I would like London Borough of Sutton to provide me with a carer's self assessment of my needs ☐ YES ☐ NO

Any other comments:

Attached Documents

Description	Original File

Authorisation Details

Carried Out By ... Date

Authorised By ... Date

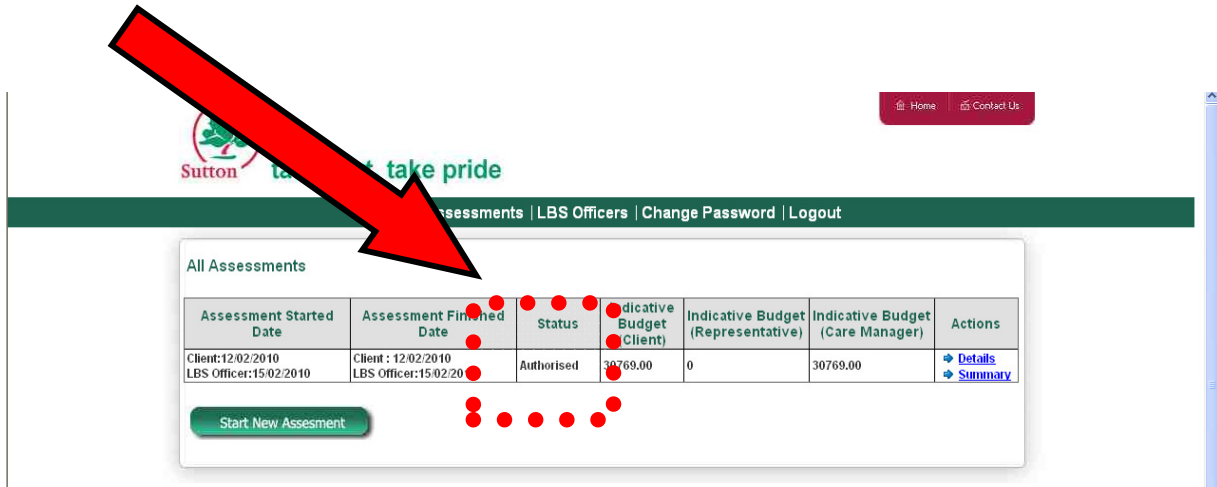
Notify Authoriser? ☐

Planned review date ... Outcome

Notes

SSAQ / SSAQ Summary /

Upon authorising the Assessment, the status in the Assessment screen changes “Authorised” as indicated in the below page



The screenshot shows the 'All Assessments' screen in the Sutton system. A large red arrow points to the 'Status' column of the assessment table, which displays 'Authorised'. The table includes columns for 'Assessment Started Date', 'Assessment Finished Date', 'Status', 'Indicative Budget (Client)', 'Indicative Budget (Representative)', 'Indicative Budget (Care Manager)', and 'Actions'. A 'Start New Assessment' button is visible at the bottom left of the table area.

Assessment Started Date	Assessment Finished Date	Status	Indicative Budget (Client)	Indicative Budget (Representative)	Indicative Budget (Care Manager)	Actions
Client:12/02/2010 LBS Officer:15/02/2010	Client : 12/02/2010 LBS Officer:15/02/20	Authorised	30769.00	0	30769.00	Details Summary

This completes the process of Validating and Authorising the Supported Self Assessment Questionnaire by LBS Staff and Team Manager.